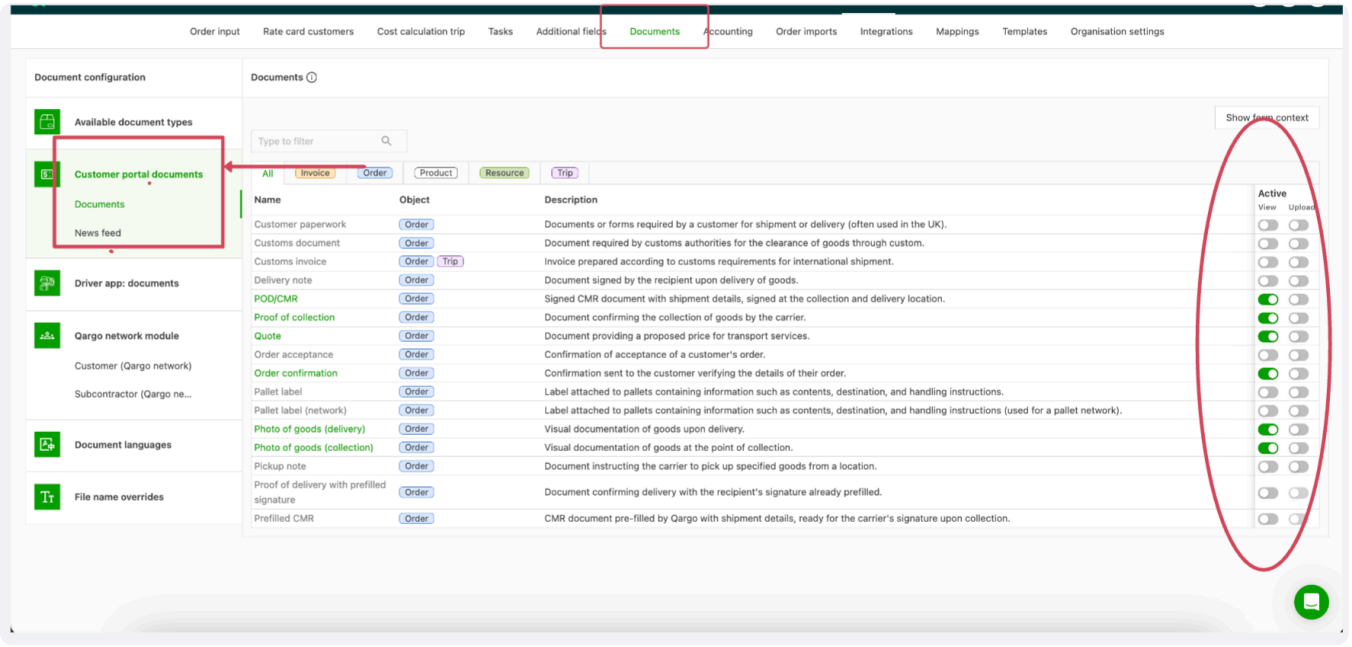
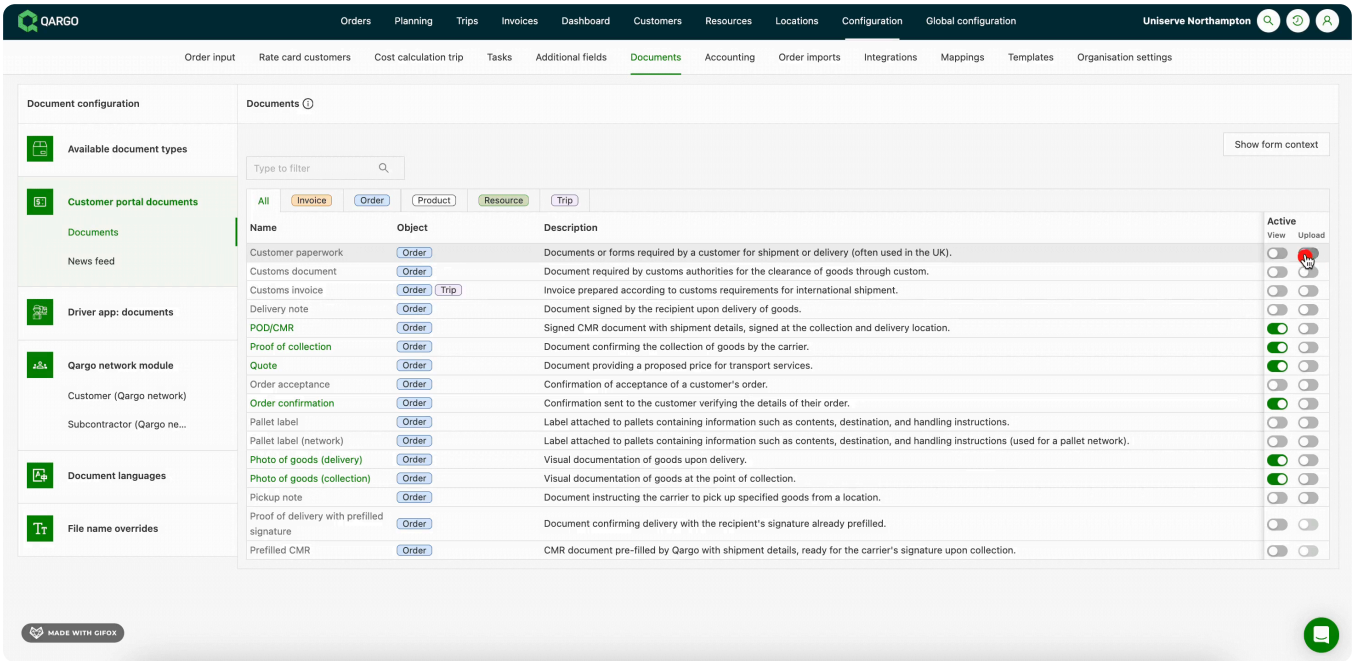
# Document Configuration for Customer Portal

Updated 25 January 2026

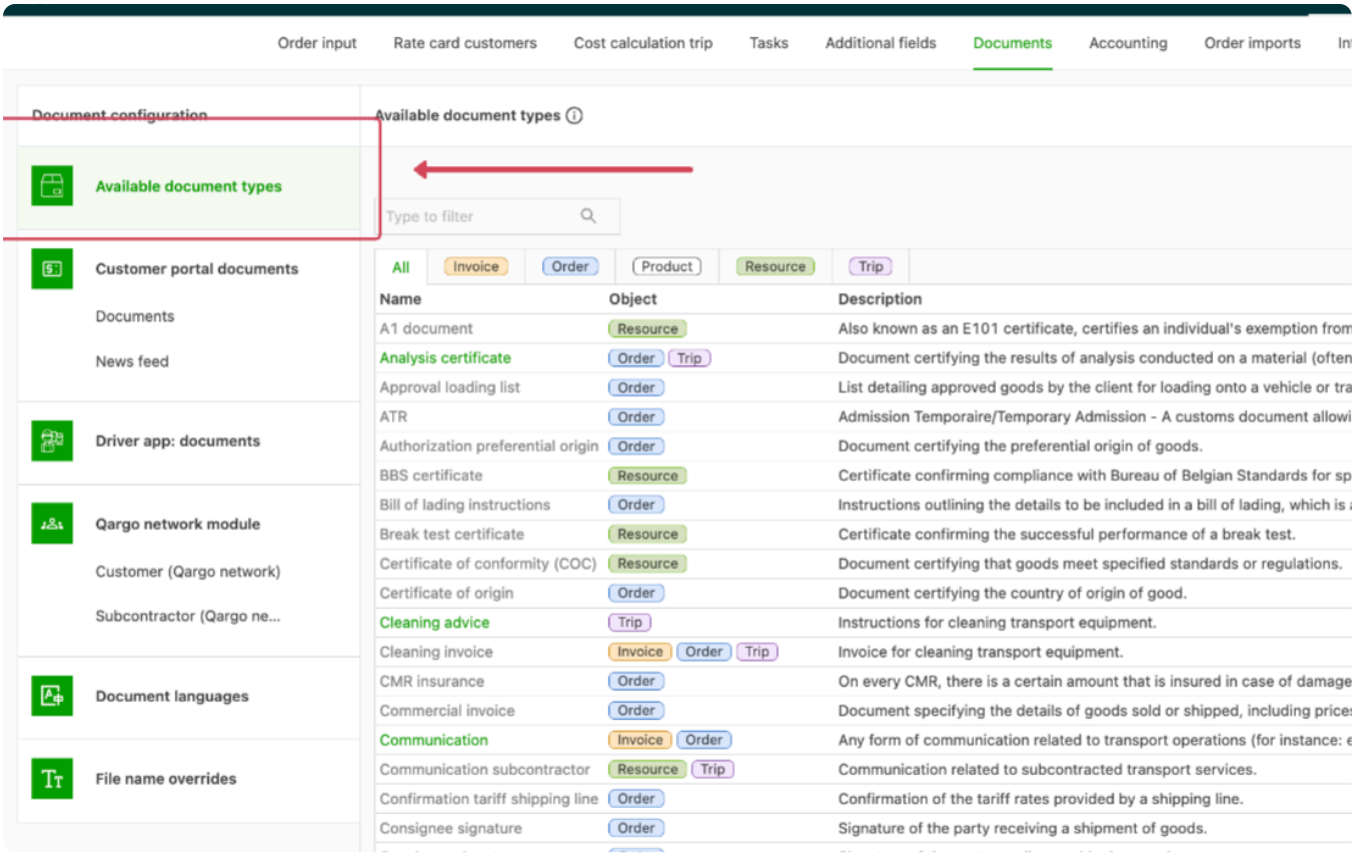
- Navigate to Configuration > Documents.
- Select the “View” or “Upload” options located under the “Customer Portal” field.



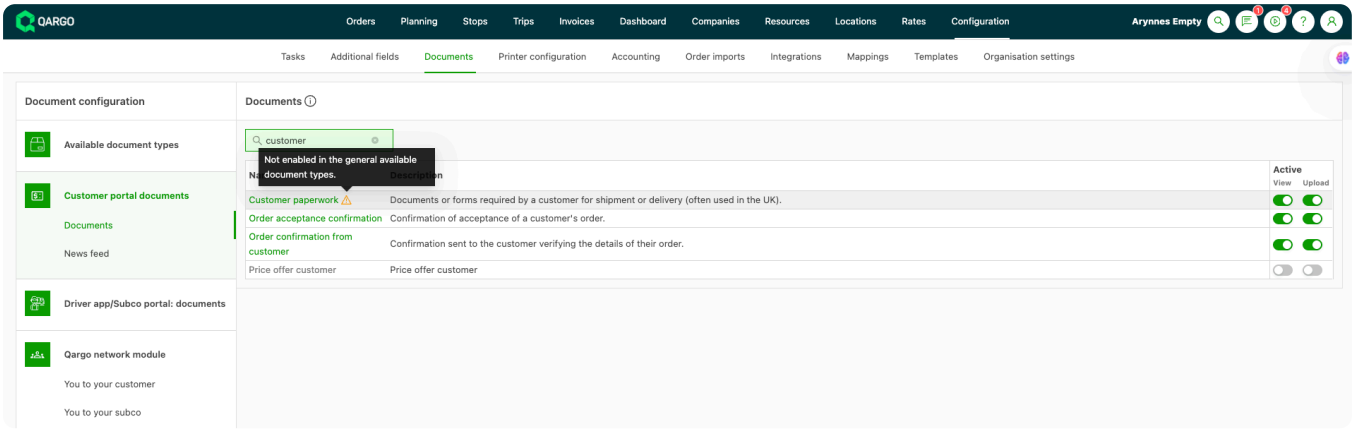

- Activate the documents that you want to make visible or uploadable for your customers by toggling on or off.
- Save your changes.



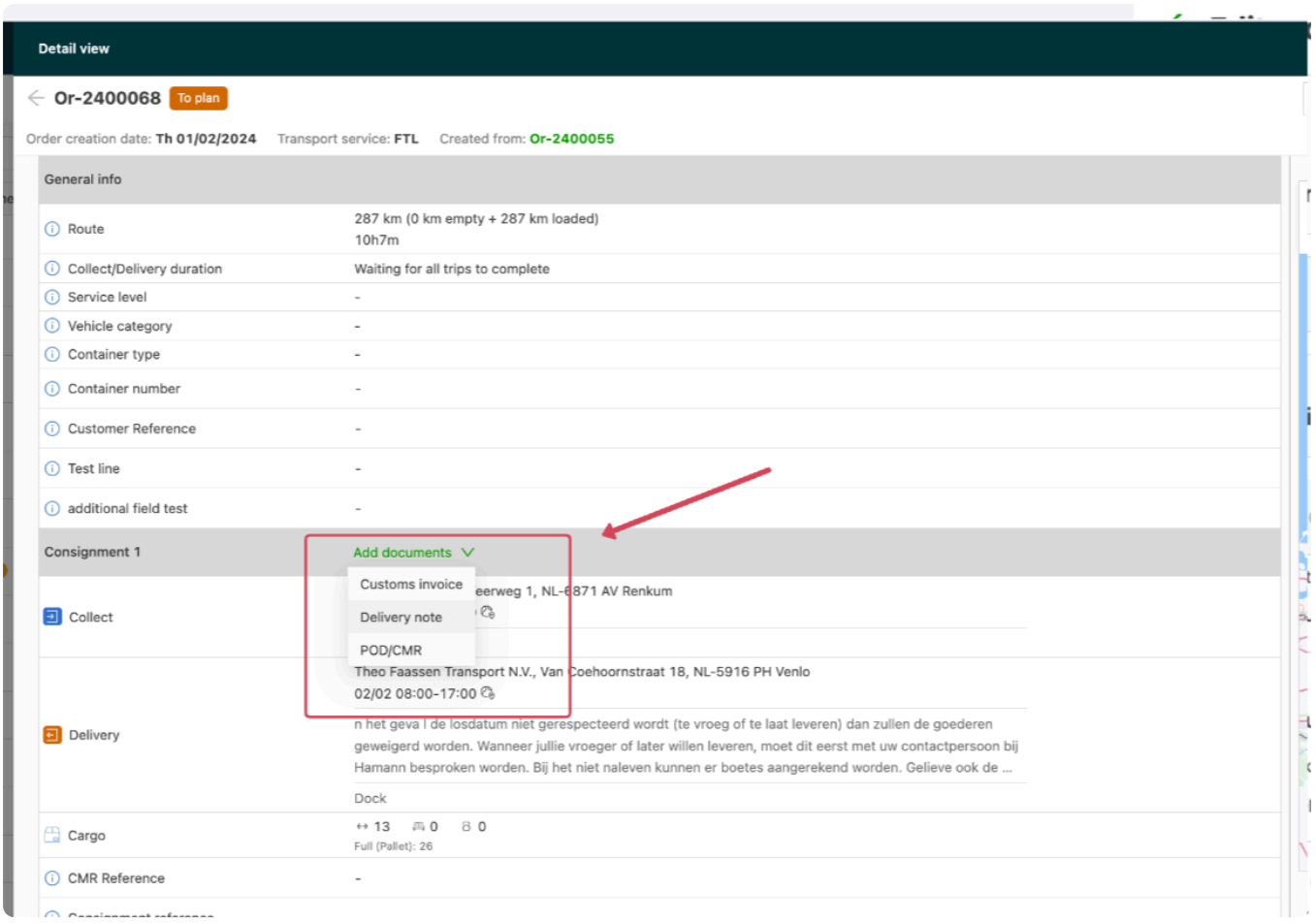

**Attention:** Ensure that the same type of documents are also available on the “**Available document types” option** otherwise, customers will not be able to view or upload them.




- The following warning message is displayed if the document has not been set **ACTIVE in the 'Available document types'**.




- Customers can then upload or view the related documents on their portal pages.


Detail view
Or-2400068
To plan
Order creation date: Th 01/02/2024
Transport service: FTL
Created from: Or-2400055
General info
Route
287 km (0 km empty + 287 km loaded)
10h7m
Collect/Delivery duration
Waiting for all trips to complete
Service level
Vehicle category
Container type
Container number
Customer Reference
Test line
additional field test
Consignment 1
Add documents
Customs invoice
Delivery note
POD/CMR
Collect
Delivery
Theo Faassen Transport N.V., Van Coehoornstraat 18, NL-5916 PH Venlo
02/02 08:00-17:00
Dock
Cargo
13
0
0
Full (Pallet): 26
CMR Reference